



## **HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA**

### **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER – 12 - 040**

**OPEN TO:** All Interested Candidates/All Sources

**POSITION:** Assistant Legal Advisor, FSN-10; FP-5  
(Salary approx. Tk. 96,000 per month)

**OPENING DATE:** May 7, 2012

**CLOSING DATE:** May 20, 2012 (before 4:30 p.m.)

**WORK HOURS:** Full-time; 40 Hours/5 days per week

**NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangladesh is seeking applications for the position of **Assistant Legal Advisor** for its Law Enforcement Section/Department of Justice (DOJ).

**BASIC FUNCTION:** The incumbent is the Deputy to the DOJ Resident Legal Advisor (RLA). Advising the RLA on legal, policy and political issues affecting the DOJ Overseas Prosecutorial Development and Training (OPDAT) program, which provides assistance to the Bangladeshi government on criminal justice reform through a program of legislative and institutional reform, as well as skills development training for prosecutors, investigators and judges. S/he



manages and helps plan legislative and institutional reform initiatives; reviews, analyzes, and translates current and draft legislation; maintains contacts and meets regularly with Bangladeshi government officials; plans and organizes conferences and trainings; and manages the budget and administrative activities in this two-person office.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Manages a program of criminal-justice legislative reform, including reviewing and analyzing draft legislation; advising the RLA on existing and draft legislation, legal issues and procedures; coordinating with RLA and Bangladeshi officials and practitioners in planning and implementing legislative programs; writing legal memoranda and reports; planning and arranging working group conferences, including arranging location, financing and payments; arranging and participating in meetings with Bangladeshi officials and experts, translating as necessary, and advising RLA on contents of meetings. Establishes and maintains communication channels with senior Bangladeshi officials involved in drafting and implementing legislation, and serves as liaison between the RLA and such officials. Tracks international and national media coverage of relevant developments.

2. Manages a training and technical assistance programs to help the government establish an effective legislative, investigative and prosecution program for anti-money laundering, terrorist financing, corruption, and trafficking in persons. Establishes and maintains communication channels with senior Bangladeshi criminal-justice officials, particularly in the relevant Ministries and Attorney General's offices, as well as officials from the public and private financial sectors. Arranges and participates in meetings with senior criminal-justice and financial officials, translates as necessary, and advises RLA on contents of meetings.

Participate in the hiring, supervision, and evaluation of local staff who will implement with the RLA office a program to improve the capacity of Bangladesh's prosecutors and police to investigate and prosecute criminal cases.

3. Manages a program of advanced legal education, training and conferences with government officials, experts and NGOs, relating to combating money laundering, terrorist financing, public corruption and human trafficking as well as reform of the criminal justice system. Focus of such activity is on prosecutors, judges and investigators. Collaborates with RLA in designing and developing substantive curricula, preparing training materials, tracking and evaluating program participation. Coordinates with RLA on planning and arranging timing and location of conferences,



ascertaining the costs and requirements, reviewing training materials, arranging for interpretation and translation of documents, and meeting with visiting delegations.

4. Manages and monitors the budgets for operations and activities developed by the program as approved by the RLA, and functions as liaison with OPDAT HQ and Embassy financial office in managing fund cites. Manages and performs such general administrative and other duties as are required, including organizing meetings, provision of logistical support for visiting delegations, maintaining correspondence and records.

### **QUALIFICATIONS REQUIRED:**

1. **Education:** A Bachelor's degree in Law (LLB) is required. *(You must attach a copy of your bachelor's degree certificate along with your application form.)*
2. **Language Proficiency:** Level IV (Fluent) spoken and written in English & Bangla is required. Must be able to interpret and translate from one language to other. Language proficiency will be tested.
3. **Prior Work Experience:** Minimum 2 years experience as an attorney is required.
4. **Knowledge:** Must have an in-depth knowledge of legal vocabulary in each language. Must possess an excellent understanding of the Bangladeshi legal system and criminal justice system, as well as a solid understanding of other commonwealth countries.
5. **Skills and Abilities:** Must have the ability and maturity to interact effectively with senior government officials and the public, and to speak before groups. Must be able to evaluate the quality of performance by service provider. Must also be able to respond quickly to Front Office requests for information on fast-breaking legal developments.

### **SELECTION PROCESS:**

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference.



## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

1. Form DS-174, "Universal Application for Employment as a Locally Employed Staff or Family Member" (UAE). **This form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand.

### [Application Form](#)

2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.



**All Bangladeshi applicants must complete the application form & must attach the following documents; if you do not attach the below mentioned documents, your application will not be considered complete, therefore, will not be processed further:**

- I) A passport size photograph (taken within six months),**
- II) A copy of Passport or Voter ID or Driver's License, and**
- III) A copy of educational or trade school certificate as required.**

**Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.**

#### **SUBMIT APPLICATION TO:**

Human Resources Office  
Attention: HRO  
Address: Embassy of the United States of America  
Madani Avenue, Baridhara  
Dhaka – 1212

**All candidates** must submit the Universal **Application for Employment form** DS-174 either by regular mail (postal service) **or**, deliver by Hand to the South barrier of the U.S. Embassy. **Please do not send applications via fax.**

Blank application forms are also available at the South barrier of the U.S. Embassy (near the Nepal & Vatican Embassy) and at our internet website at <http://dhaka.usembassy.gov/>

#### **POINT OF CONTACT:**

Human Resources Assistant  
Telephone # 885-5500 (between 10am to 11am Sunday thru Thursday)

#### **DEFINITIONS:**

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:
  - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);



- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling
- is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American



Institute in Taiwan (AIT), and who is under chief of mission authority; and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).



**CLOSING DATE FOR THIS POSITION: May 20, 2012**

**NOTE:** *“Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.”*

***The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.***

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared by:

HRO: x

DOJ: x

FMO: x

MGT: x